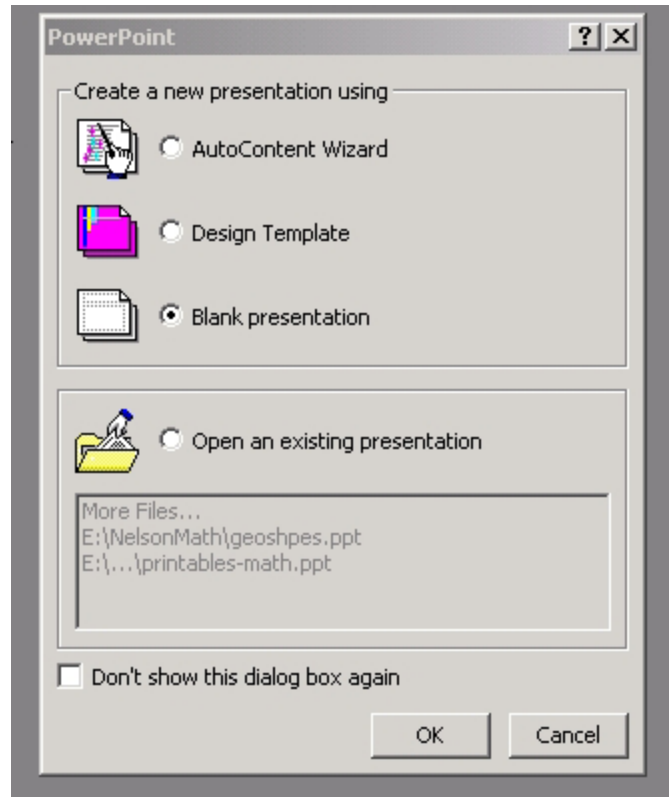
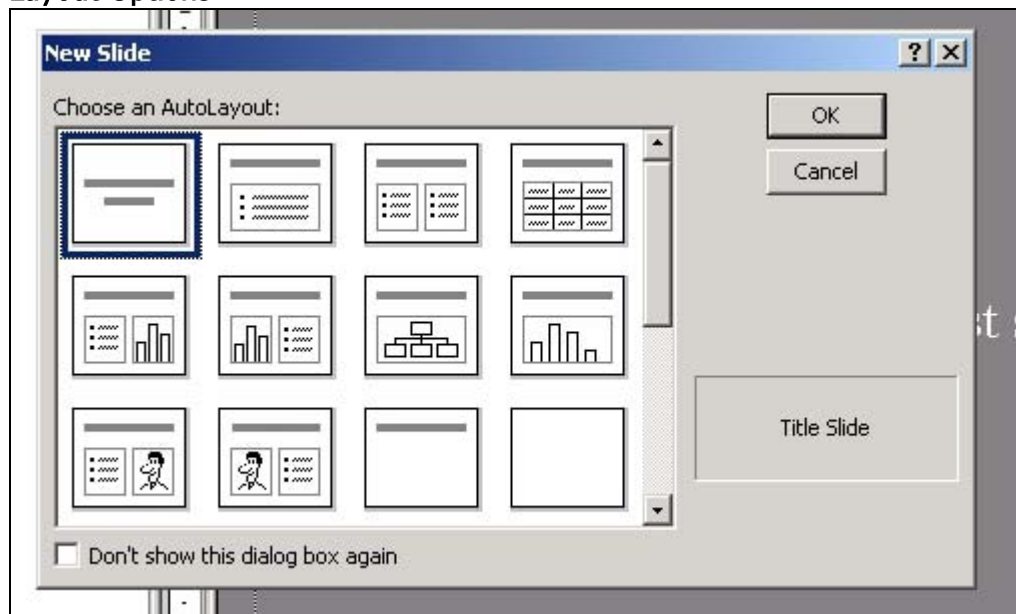


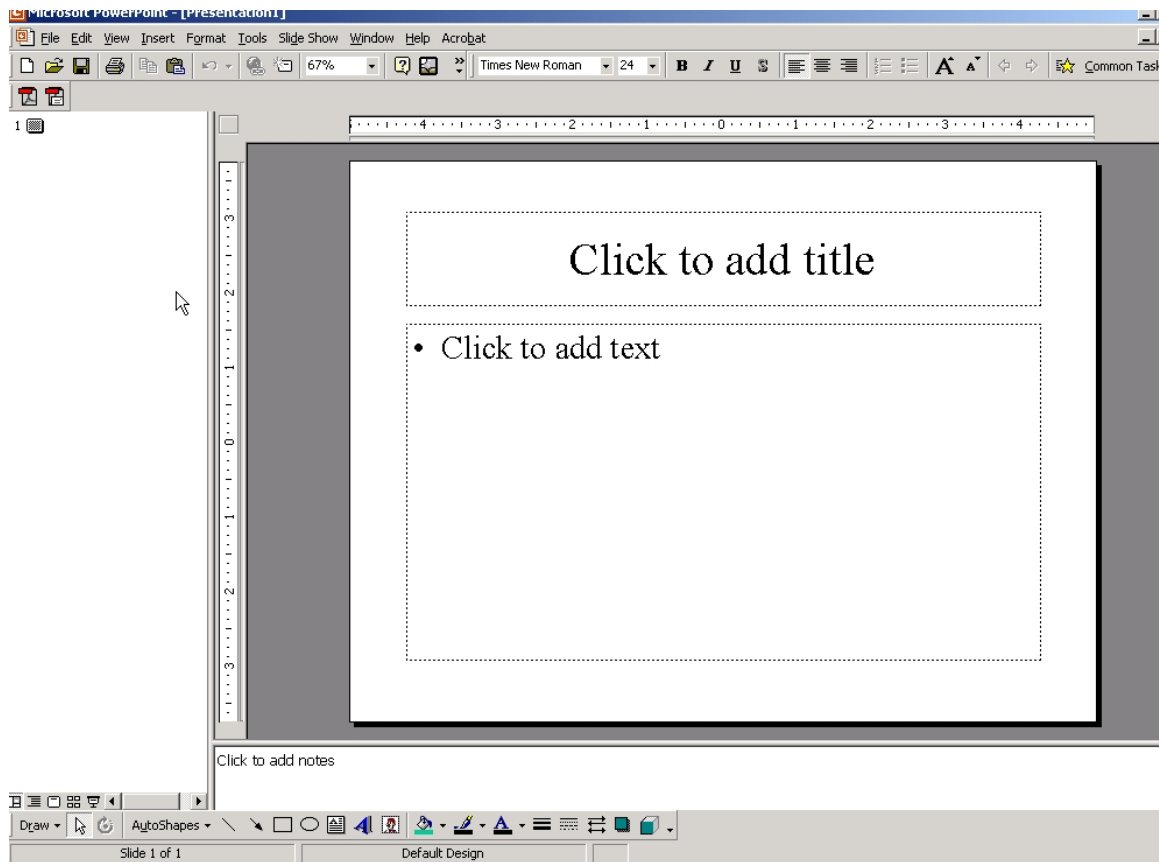
# PowerPoint Basics

1. Open PowerPoint
2. Start/Programs/PowerPoint
3. When it opens, you will see a window asking for you to select how you would like to make your presentation. Let's select BLANK PRESENTATION now and we will add a template later for design purposes. The Auto Content Wizard will not be explored.
4. Once you have selected the above option, you will see a popup that has many different thumbnails of possible layout options for your slide. Pick the one that suits you the best and click OK. I am going to pick the second one.



## Layout Options





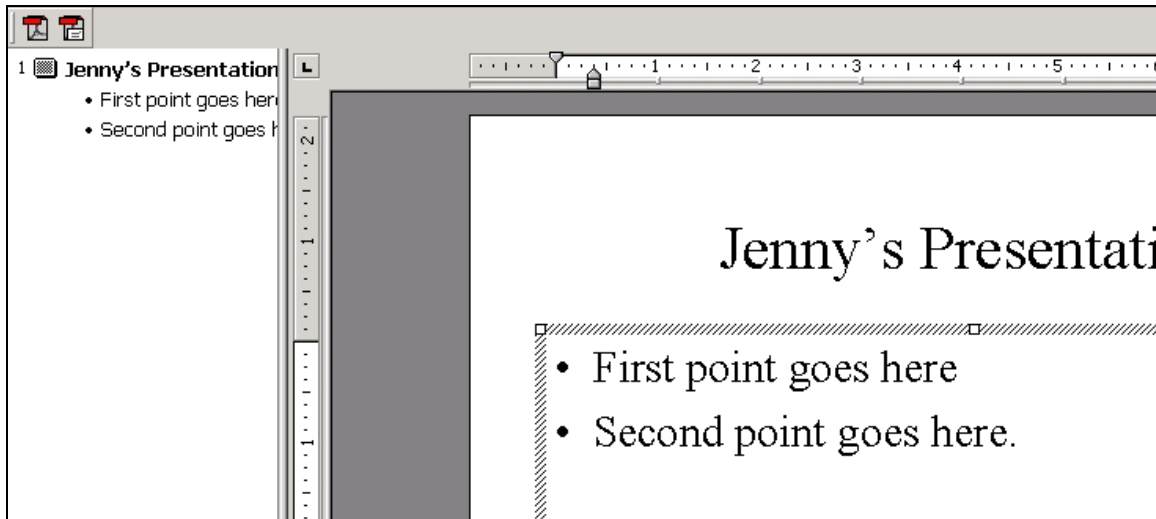
**This is the main screen above.** I have a page view on the right side and as my presentation grows, each slide I add will have a little icon on the left. You can jump around in your presentation by clicking on the little icons. Or rearrange your presentation slides by clicking and dragging the little icons around.

Formatting tools are at the top and I have some drawing tools and graphic tools at the bottom. Lets just have a quick look at them .....

### **TYPING IN INFORMATION:**

Just click on the "Click to add title" text and type in what you want your title to be. Click to add text beside the bullet point. If you don't want bullets, click the bullet button on the tool bar when you have the text highlighted and you can type a full paragraph without bullets.

Notice on the split screen that any information you type on the slide shows up on the left hand side – basically the left hand side is a summary of the right hand slide. As your presentation grows – this helps you stay organized.



## Using Spell Check

### To Spell Check Your Presentation:

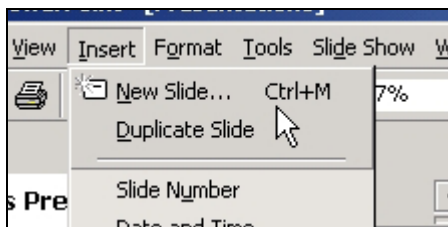
1. Use one of the following methods:
  - Click the spelling icon on the Standard Toolbar.
  - Select **Spelling** from the Tools main menu.

## Saving a Presentation

### To Save a Presentation:

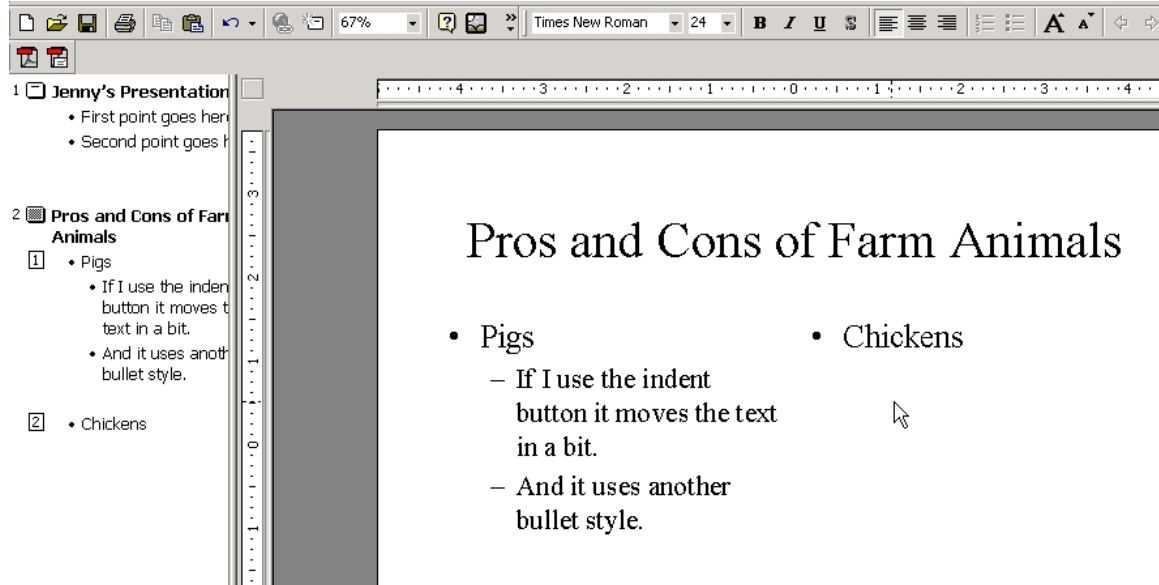
1. Go to the Menu Bar and click **File**.
2. Click **Save**. The Save As dialog box will then appear. Change the directory, if needed, to find the directory you want to save the file. In the Filename box type the name of the file, then click **OK**.

## INSERT ANOTHER SLIDE



Insert/New Slide – you will be prompted to select the best layout for this slide. Chose one and click OKAY.

Again, click and type on the text holders in the layouts to add your information. Notice that as you add the information on the left, it is also added to the right.



Insert another slide but allow for a graphic.

### Notes:

Return to Slide one of using one of the following methods:

- Use the Page Up key.
- Click the Previous Slide button on the vertical slide scroll bar.
- Drag the vertical slide scroll box up until the desired slide number is displayed.

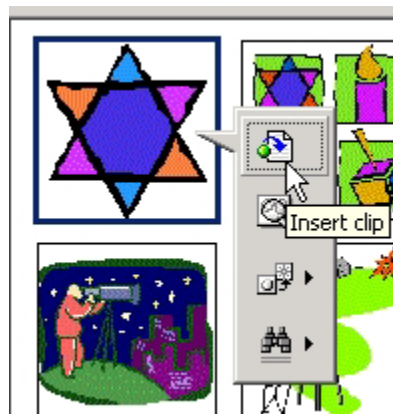
**Insert/Newslide/Select a graphic layout.**



Double click to add clip art

The slide comes up on the right. When you double click on the holder (see left) for the clipart, the gallery will open.

The gallery looks like this. Search for a clip. Type shark.

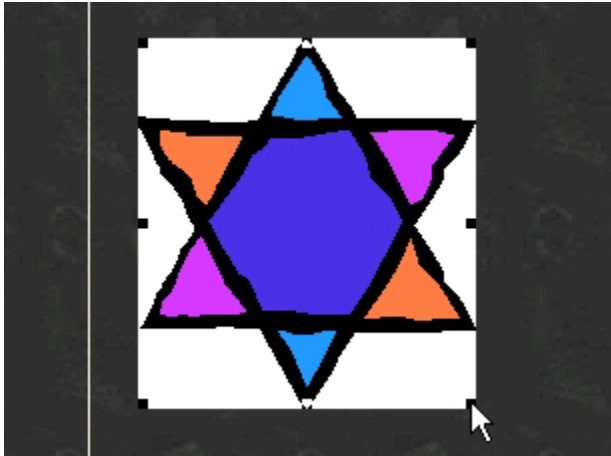


When you find a picture you like, click on it. I searched for star and want this one so I do the following: I click on the star and then I select the **little insert clip icon**.

It is immediately inserted into my document.

If I click on the clipart, **HANDLES** appear and I can click and drag on these handles to resize the star. Try it out. Also, if you want **the text to wrap around**, click

the clipart, and select one of the alignment buttons in the tool bar.



Also, if you want to move the image around, click on it and drag it to place it somewhere else.

### **Moving and Resizing Objects**

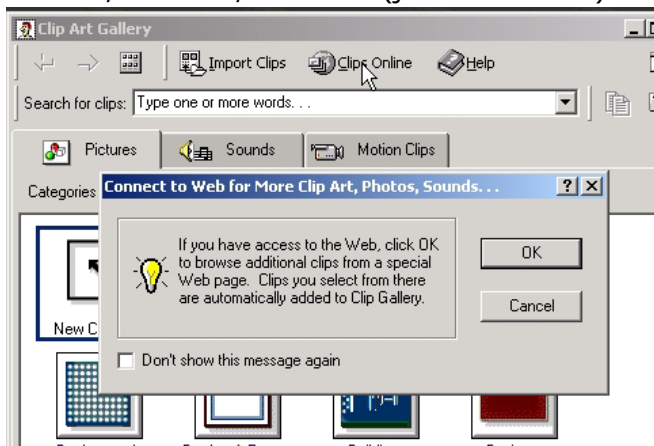
Text, clip, and object placeholders can be moved, copied, sized, and deleted. To do this, you must first display handles to put the placeholder into an edit mode. Click on the text to display the placeholder, then click on the placeholder border to display the handles.

When handles appear, you can size the placeholder or graphic by dragging a corner handle to resize proportionally. When you size a text placeholder, the text within it will adjust to the new borders.

You can move a placeholder and its contents by displaying the handles, then placing the pointer on the border (not a handle), clicking and holding the left mouse button while dragging the placeholder to a desired location.

## **LETS TALK ABOUT CLIPART ONLINE ....**

INSERT/PICTURE/CLIPART (just like before) – only instead of searching click on clips online at the top and then click OK.



You'll be taken to the Clipart Gallery on the World Wide Web. You can perform searches here and have them added to your own gallery.

The screenshot shows the Microsoft Office Clip Art and Media Home Page in Microsoft Internet Explorer. The browser's address bar displays the URL: <http://office.microsoft.com/clipart/default.aspx?lc=en-us&cag=1>. The page features a search bar with the text "Search: All media types" and a dropdown menu. The main content area is titled "Clip Art and Media" and includes a "Clip of the Day" section with a photo of a man, an "Add to selection basket" checkbox, and an "Enhance your Web site" section with four bullet points: "Format and touch up a page layout", "Hone your Web site publishing skills", "Use eye-catching Web site templates", and "Create a dazzling FrontPage Web site". Below this is a "FEATURED COLLECTIONS" section with four categories: "Winter" (snowman icon), "Taxes" (tax form icon), "Desk accessories" (desk items icon), and "Occupations" (doctor icon). The left sidebar contains navigation links: Home, Assistance, Training, Templates, **Clip Art and Media**, Downloads, Office Marketplace, Tools for Your Job, Microsoft Office System, and Deployment Center. The right sidebar lists "Popular clip:" (Communication, Cybart anim, Technology), "Providers" (Animation F, Corbis Subs, Hamera ph, NVTech 3D, Screen Bea), and "Office 2003" (Download/c, Reasons to, About Offic).

I searched for ROSE. I selected the ones I wanted and then you can see I had 5 items to download. I click on that .....

The screenshot shows a web interface with a navigation menu on the left and a search results area on the right. The navigation menu includes links for Home, Assistance, Training, Templates, **Clip Art and Media** (highlighted), Downloads, Office Marketplace, Tools for Your Job, Microsoft Office System, and Deployment Center. Below the navigation menu is a 'Selection Basket' section showing 5 selected items with a download size of 194 KB. A 'Download 5 items' button is visible. The search results area is titled 'Searched photos for: "rose"' and shows a grid of six images with checkboxes below them. The second image in the second row (a yellow rose) has a checked checkbox. A 'Download 5 items' button is also present at the top of the search results area.

When I select download, this screen appears.

I select to IMPORT into 5.0 or older ....

Then I click the download button ....

**NOTICE**, once you click the button, you may be prompted – if you are, click OPEN.

When you do that, the clips you got from the web are automatically added to your computer's gallery for future use.

## Download

### Selection Basket Details

Selected items: **5**  
 Download size: **194 KB (1 min @ 56 Kbps)**  
[Review basket](#)

### Media Application

We have determined that both Clip Gallery and Clip Organizer are installed application you want to use.

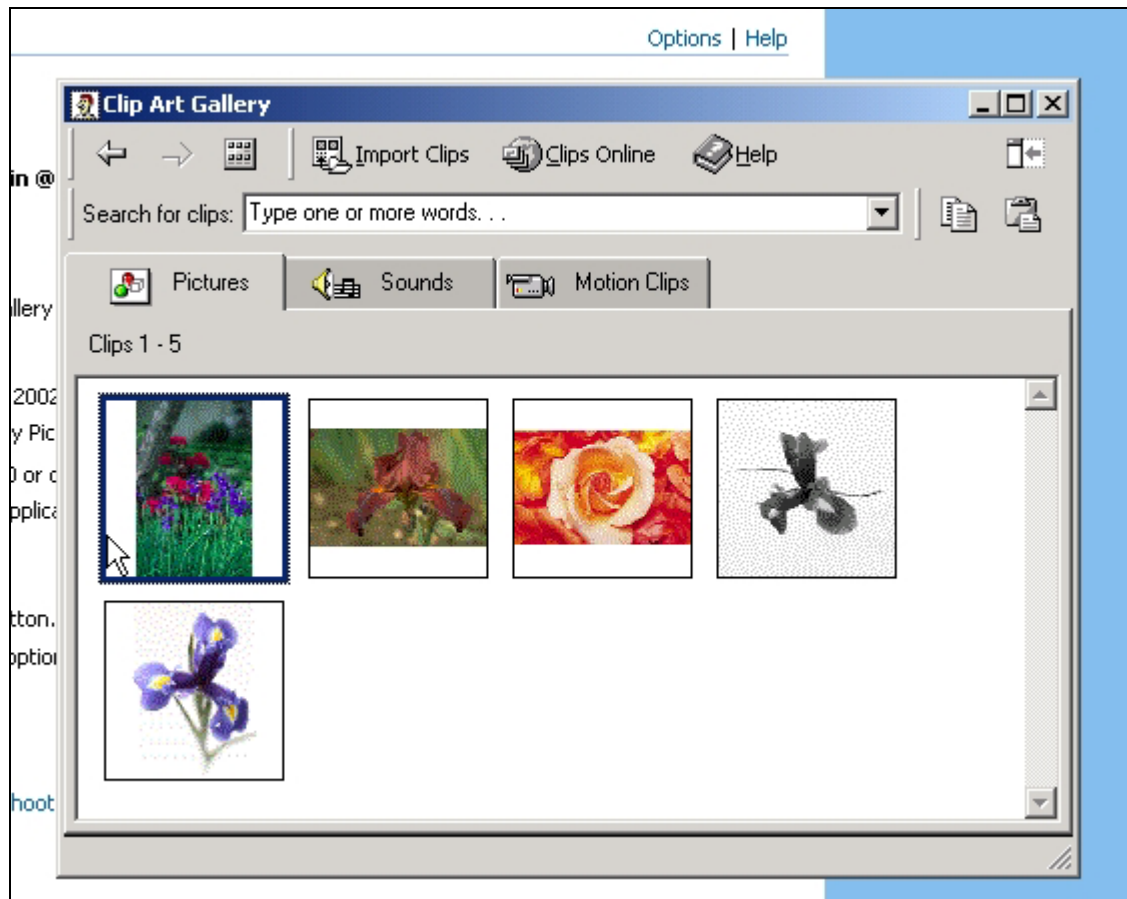
- Import into Clip Organizer version 2002 or newer  
Media files will be stored in your My Pictures\Microsoft Clip Organizer
- Import into Clip Gallery version 5.0 or older  
Media files will be stored in your Application Data\Microsoft\Media C

### Download Instructions

1. Click the **Download Now** button.
2. If prompted, click the **Open** option.

**Download Now**

[Having problems? Try our troubleshooting tips.](#)



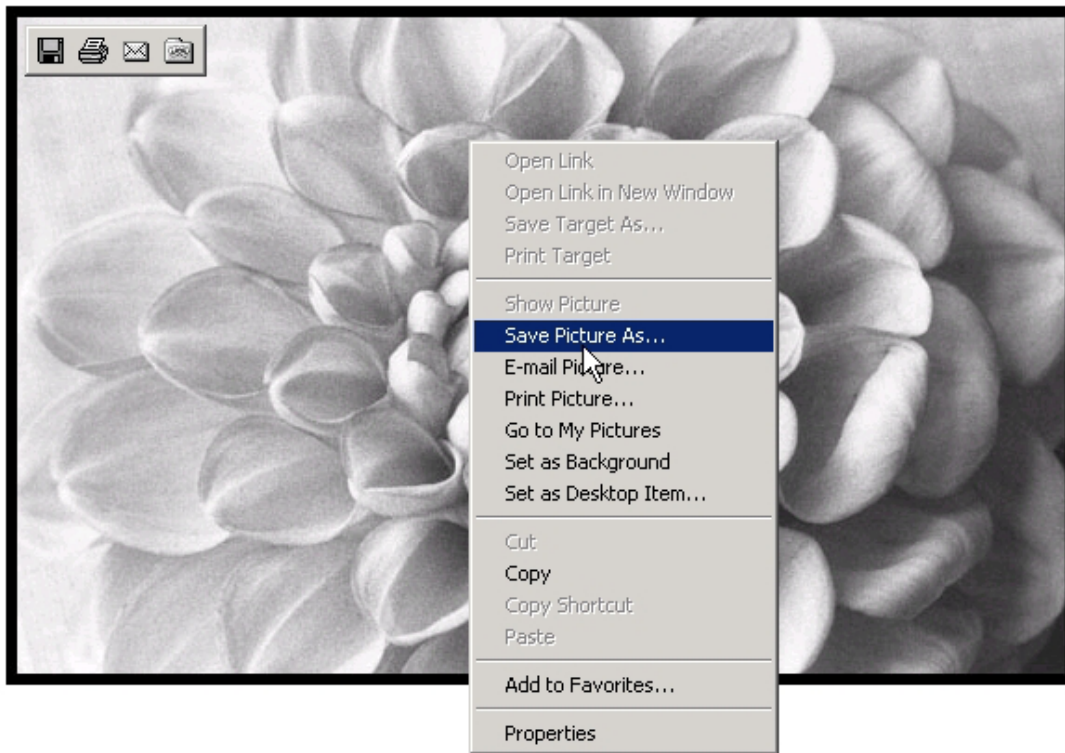
You insert these now just as you did earlier.

## GRABBING IMAGES FROM THE WEB

Open explorer and type [www.google.com](http://www.google.com) into your web browser.



**Select images.** Type a key word and see what comes up. I typed in flower and then looked through a few. I found one I liked and clicked on it and then clicked on it again to get a larger view if available. Now I RIGHT CLICK on the image and SAVE AS allows me to save it to my hard drive.



**PLEASE NOTE:** Grabbing graphics like this may not be the best as some are often copyrighted. Check the websites from where the image comes to see if you can use it.

**Other sites for clipart and backgrounds:**

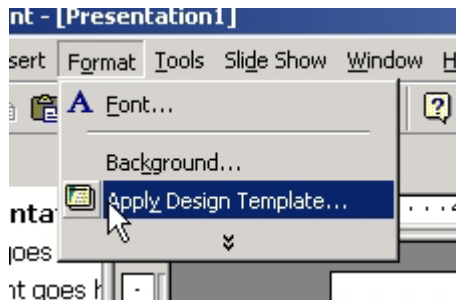
<http://pics4learning.com/> - This site is a collection of copyright friendly images for use by students and teachers in an educational setting.

<http://www.awesomeclipartforkids.com/> - Free clipart, coloring pages, backgrounds, banners, fonts, icons, lines, worksheets and wallpaper; updated weekly.

<http://www.free-graphics.com/main.html> - Over 30,000 free clipart images, such as animated gifs, icons, backgrounds, bullets, clip art, and pictures - all free for you to download.

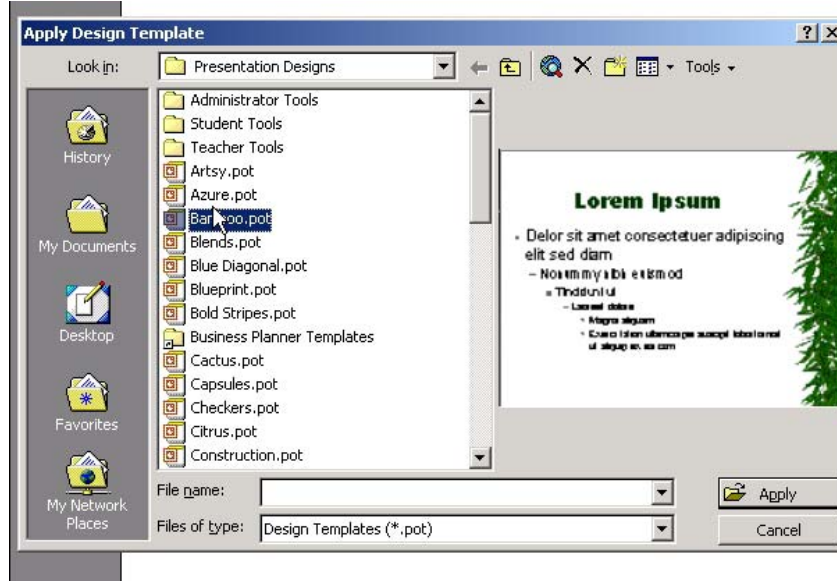
**REMEMBER .....** Right click/Save as/ to save what you like on your computer.

**Back to PowerPoint .... We now have three pages, one graphic, and some various layouts of text. Let's apply a template.**

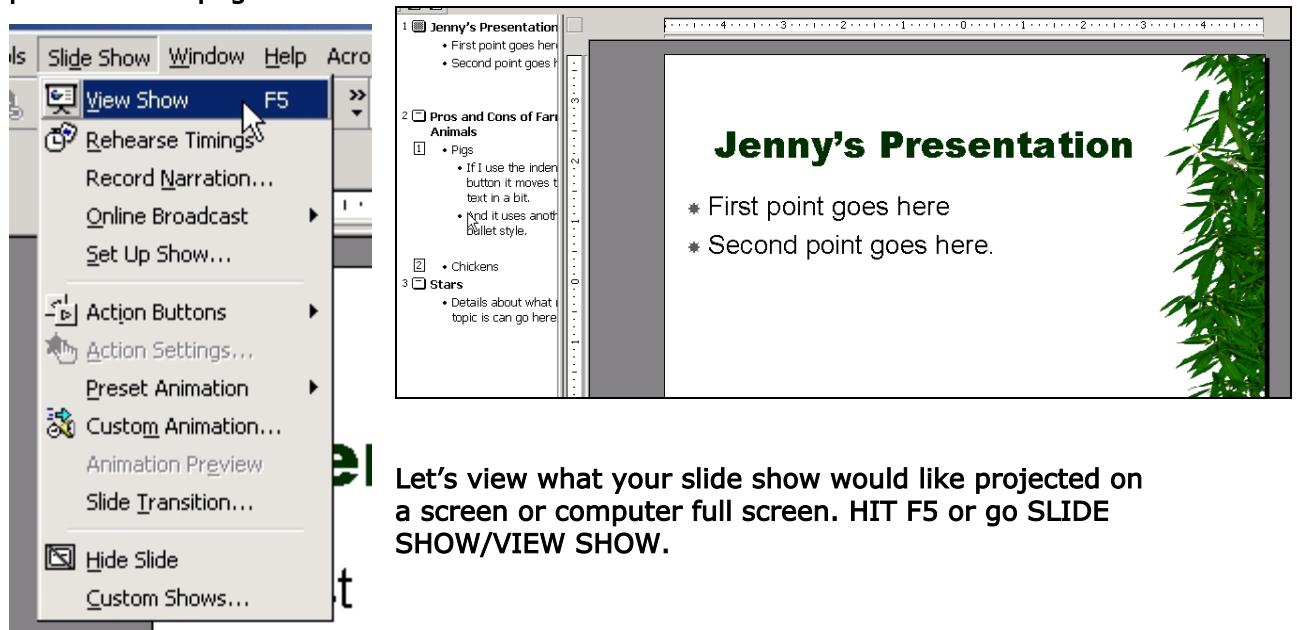


Select FORMAT/Apply Design Template

You will have several options – I selected bamboo and hit apply.



Immediately I am sent back to my presentation and the template has been applied to all 3 slides. Notice that the bullets changed to match the theme, the font of the title changed (although you can't see that in black and white) and the graphics were places on the pages.



Let's view what your slide show would like projected on a screen or computer full screen. HIT F5 or go SLIDE SHOW/VIEW SHOW.

To advance through your presentation, hit return to flip slides.

### Adding Transitions

Transitions control the way slides move on and off the screen. They may be added to slides in all views, but Slide Sorter view offers the quickest and easiest way. However, other views provide a Transitions dialog box which will preview the Transition you select.

1. Switch to Slide view.
2. Click on **Slide Show** in the Main Menu.
3. Click **Slide Transition**.
4. Select a transition type and note its effect in the window on the bottom right of the dialog box. A description of transition types and their effect appears below.
5. Also in the Transitions dialog box, you can select the speed of the transition and whether you want to change the slides manually (by a mouse click) or automatically (after a specified number of seconds).

### Exiting PowerPoint

To exit PowerPoint:

1. Click **File**.
2. Click **Exit**.

### Opening an Existing File

To Open an Existing File:

1. Click **File**.
2. Click **Open**, or from PowerPoint dialog box, select **Open an Existing Presentation**.
3. Select the file name (change Directory to Desktop if necessary).

Click **OK**.

### Printing a Presentation

Printing PowerPoint slides is similar to printing other documents.

**To print:**

1. Select **Print** from the **File** main menu or press **Ctrl + P**.
2. Select the desired file settings and Click **OK**.

**Notes:**

- In the Print dialog box which follows, you may print the active slide, a selected slide range, or all slides in a presentation.
- When you print all slides of a presentation, each slide prints on a separate page.
- The Print What feature allows you to indicate whether you want your presentation printed as slides, notes pages, handouts with 2, 3 or 6 slides per page, or as an outline.